

WYOMING
CORE PREVENTION
STRUCTURE

# WYOMING DEPARTMENT OF HEALTH

MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION 6101 Yellowstone Road, Suite 220 Cheyenne, WY 82002

Commit to your health.

Wyoming Department of Health

#### VISION

The vision of Core Prevention is to foster sustainable community health and wellness through local, regional and statewide collaboration and integration of evidence-based and best-practice prevention efforts. These efforts will be guided by data and the Wyoming Prevention Model, thus creating cultural and environmental change across the state.

## GOALS AND OBJECTIVES

#### 1. Create healthy communities by decreasing substance misuse/abuse and suicide

- a. Understand and utilize available data to assess community needs
- b. Mobilize community stakeholders, which may include, but are not limited to local law enforcement, policymakers, education professionals, and parents
- c. Strategically outline the community action plan
- d. Implement evidence-based and best-practice prevention strategies, which are guided by data and the Wyoming Prevention Model
- e. Evaluate prevention efforts
- f. Reassess community needs and adjust strategic plan as necessary

#### 2. Integrate prevention efforts

- a. Develop strong coalition collaboration at the local level, with representation from alcohol, tobacco, chronic disease, suicide, and other key players
- b. Develop clear communication between local, regional and state prevention team members
- c. Streamline reporting requirements
- d. Develop integrated media messaging and plans
- e. Blend and/or share resources

#### **ROLES AND RESPONSIBILITIES**

#### Division

The Division's *role* is to provide leadership and guidance on substance abuse and suicide prevention.

#### The Division's *responsibilities* are to:

- 1. Provide direction through clear, transparent communication
- 2. Provide motivation and inspiration
- 3. Provide resources and training opportunities
- 4. Clearly define contract requirements and funding structure
- 5. Process invoices in a timely manner
- 6. Require accountability and compliance
- 7. Monitor compliance and progress
- 8. Seek additional funding when possible

#### Fiscal Agents

The Fiscal Agents' role is to provide fiscal responsibility and accountability.

#### The Fiscal Agents' responsibilities are to:

- I. Have a vested interest and be properly educated in prevention science and research
- 2. Hire appropriate staff to carry out the Program Manager role, as described above
- 3. Support the coalition
- 4. Oversee expenditures under the contract
- 5. Oversee strategies and activities outlined in the strategic action plan and carry them out with fidelity
- 6. Provide direction through clear, transparent communication with the Division and the Program Manager
- 7. Maintain separate financial records for the contract
- 8. Make financial records available to the Division upon request
- 9. Complete all required audits as outlined in the contract
- 10. Maintain all legal, financial, and programmatic responsibilities under the contract
- II. Ensure that all reports and invoices are submitted to the Division in a timely manner per contract requirements

#### Program Managers

The Program Mangers' *role* is to facilitate, educate, motivate and inspire local coalitions to create positive community change.

#### The Program Managers' responsibilities are to:

- 1. Be leaders and change agents in the community
- 2. Facilitate coalition meetings and provide inspiration to members
- 3. Collaborate with key stakeholders
- 4. Support other program managers
- 5. Share growth opportunities
- 6. Be proficient in necessary software and technology such as the Microsoft Office Suite.
- 7. Oversee strategies and activities outlined in the strategic action plan and carry them out with fidelity
- 8. Implement prevention plan as approved in the contract
- 9. Ensure that funds are expended in accordance with the contract
- 10. Submit invoices and reports on time
- 11. Be educated in prevention science and research
- 12. Utilize available technical assistance and data
- 13. Input accurate data into the WYSAC PIC System in a timely manner
- 14. Follow media approval protocol

## Wyoming Prevention Technical Assistance Consortium

The *role* of WYPTAC is to provide technical assistance in strategic development and implementation of evidence-based and best-practice prevention efforts.

#### The *responsibilities* of WYPTAC are to:

- I. Assist communities in the identification of evidence-based and bestpractice prevention strategies that will address the communities' needs
- 2. Assist communities in the development of strategic plans
- 3. Assist communities in the development of an implementation plan and timeline
- 4. Assist communities in identifying strengths and opportunities, with realistic suggestions for continued success and improvement
- 5. Assist communities with coalition building
- 6. Assist communities with media development containing evidence-based messaging

- 7. Assist the Division in identifying progress across the state, as well as areas for improvement
- 8. Assist the Division in providing resources and training opportunities to the communities
- 9. Assist the Division in training new program managers
- 10. Submit reports and invoices to the Division in a timely manner

## Wyoming Survey and Analysis Center

The *role* of WYSAC is to collect and analyze data, creating user-friendly reports.

#### The responsibilities of WYSAC are to:

- Provide the communities with user-friendly data collection tools and reports
- 2. Provide the communities with useful data to drive their prevention efforts
- 3. Evaluate local and statewide prevention efforts
- 4. Assist the Division in compiling and reporting data as required by federal funding agencies
- 5. Assist the Division in providing resources and trainings related to data, evaluation and research
- 6. Assist the Division in training new program managers
- 7. Submit reports and invoices to the Division in a timely manner

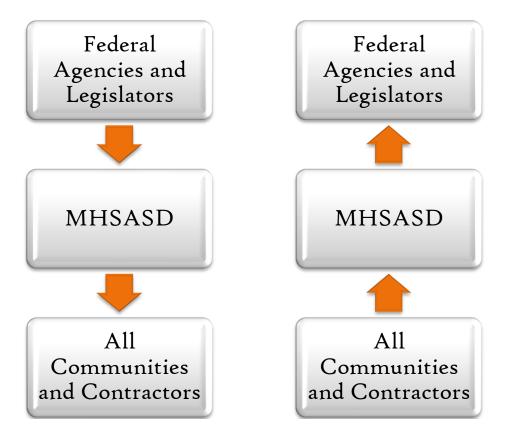
#### **EXPECTATIONS**

The following list outlines the expectations of the Core Prevention system, and what it should provide:

- 1. Unity
- 2. Teamwork
- 3. Sustained level of funding
- 4. Streamlined processes
- 5. Open communication among all levels of prevention professionals
- 6. Increased partnerships and shared resources
- 7. Removal of prevention silos
- 8. Measurable progress in prevention
- 9. Commitment to create health communities from all levels of prevention professionals

## DECISION-MAKING INFRASTRUCTURE AND PROCESS

The Core Prevention decision-making infrastructure should provide for a top-down and bottom-up approach with clear and honest communication.



The following outlines the type of decisions each entity is responsible for:

#### Federal Agencies and State Legislators

These entities make budgetary decisions related to grants and appropriations that will pass through the Department of Health and the Mental Health and Substance Abuse Services Division. Attached to any federal grants and state legislative appropriations are requirements to which the Division must maintain compliance.

#### Mental Health and Substance Abuse Services Division

In maintaining compliance with the funding requirements, the Division will maintain the authority to make decisions related to community contracts and how the funds are to be expended. The Division also makes decisions related to contract compliance and invoice processing, in accordance with their role and responsibilities, which are outlined on page three. The Division may also make decisions related to contractual deliverables. Should the Division feel that budgetary, strategic and/or implementation plans need to be strengthened, they may require the revisions of such plans.

#### Contractors

The Mental Health and Substance Abuse Services Division contracts with many entities to carry out all necessary functions related to Core Prevention so as to achieve healthy communities. The decisions for which those entities are responsible are as follows:

#### Fiscal Agents/Program Managers

Fiscal Agents and the Program Managers that they hire will make decisions related to how the deliverables of the contract are achieved, with a high degree of input from the community coalitions and in accordance with the needs identified by the data. While the strategies used must be evidence-based or best-practice and guided by the Wyoming Prevention Model, the community has the ability to decide which strategies are right for their community at the current time based on the needs, capacity, and readiness for change in that community. The fiscal agent should also approve of the final prevention plan that is submitted to the Division during the application process.

#### Wyoming Prevention Technical Assistance Consortium

WYPTAC assists the communities in making appropriate strategic and implementation decisions, as well as assists the division in making decisions related to resources/trainings to be provided, media approval, etc.

#### Wyoming Survey and Analysis Center

WYSAC makes decisions related to research tools and surveys used in evaluating prevention efforts. Their expertise in this area will be utilized to assist the communities in interpreting and using the data. It will also be utilized to assist the division in determining what adjustments at the state level should be made in order to achieve the desired prevention outcomes.